

Monday, December 5, 2016

Program and Production Intern

Company: Irish Arts Center
Location: New York, NY

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Now seeking Fall interns to assist with all aspects of Irish Arts Center's cultural programming. In this position the intern will develop the practical skills required to work in a nonprofit performing arts organization, and will have a chance to explore and work on all aspects of event planning, production and execution. Interns gain experience in production management, technical theater operations, artist management and hospitality, cross cultural organization partnerships, local government partnerships, arts in education and more. The intern will be actively engaged in the planning and implementation of performances and events in each of the disciplines encompassed in Irish Arts Center's (IAC's) activities - theatre, music, visual arts, dance, film, literature and humanities, comedy, education, etc. This is a valuable opportunity for someone interested in working in the arts.

Tasks will be assigned in the following areas:

1. Performances & Exhibitions

provide production support to Program team in execution of all multi-discipline events
organize, read and discuss incoming submissions
conduct preliminary artist research (contact info, CVs, basic background)
assist in installation/deinstallation of exhibitions
assist with after performance event planning, donor receptions, and member special events and parties
provide tours of gallery

2. General Events

provide on-site support for educational programs and donor events
assist with merchandise organization & sales

3. Administration

answer phones
assist with mailings
data entry
general office and administrative support

Qualifications

Candidates should have an interest in New York City's cultural community and the not-for-profit field.
Intern must be motivated to work quickly and independently.
Excellent writing skills, particularly the ability to synthesize and summarize accurately.
Demonstrated research and organizational skills.
Ability to work independently or take direction from several members of a team, as needed.
Familiarity with a range of computer programs, including the Microsoft Office suite.
Experience or interest in learning how a theater/performance venue operates.
Great oral skill / ability to speak with different types of people on a project (artists, technical crew, creative team, marketing, donors, etc).
Experience with database management preferred.
General knowledge of Irish and Irish American history and culture desirable, but not required.

We ask each intern to commit to a minimum of 1-2 days per week during regular business hours of 10:00 am to 6:00 pm. Some evening and weekend hours may be required. The time commitment and hours are somewhat flexible, depending upon the individual candidate. Internships generally coincide with school semesters: Fall, Winter/Spring, and Summer.

IAC will assist interns in receiving course credit, where available. Interns gain free entry to any regularly ticketed IAC events for the duration of the internship.

IAC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for internships without unlawful discrimination based on race, creed (religion), color, sex (including gender expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status or any other characteristic protected by law.

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